



Franklin County
Dept. of Economic Dev. & Planning
150 South Front Street, FSL Suite 10
Columbus, Ohio 43215

J O B A N N O U N C E M E N T

WORKING TITLE: Planning Administrator (Non-Bargaining) **PCN:** 051110

REPORTS TO: James Schimmer, Director **P.R.:** N17

PRIMARY RESPONSIBILITIES: This position is responsible for implementing, planning and supervising activities for the planning and code enforcement area. Responsible for reviewing, consulting, developing, and having authority to formulate administrative policies and procedures. Assigns and schedules projects and monitors them through completion. Board and Zoning Appeal case reviews. Answers zoning inquiries. Ensures all building and zoning rules and regulations are followed correctly. Oversees the planning side is following procedures and implementing research studies to include selecting appropriate data collection, analysis methods and techniques are being used. Responds to problems arising regarding planning and code enforcement activities. Prepares proposals as assigned.

Ensures agency is operating according to the County policy and procedures, the collective bargaining agreement and laws and studies pertaining to building codes, zoning, annexation, and national flood insurance program. Coordinates activities of subordinate planners. Writes and submits reports; maintains current knowledge of developments over Planners. Researches information and prepares correspondences in response to inquiries and requests information from outside sources.

MINIMUM QUALIFICATIONS: Bachelor's degree in City and/or Regional Planning, or related field with five years of governmental planning or related experience; or any equivalent combination of training and experience.

STARTING SALARY: \$26.14 hour. 180 day probation period.

DATE POSTED: Tuesday, August 27, 2013

DEADLINE TO APPLY: Tuesday, October 8, 2013

If interested, please go to www.franklincountyohio.gov/Commissioners/hr and apply on-line.

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